

**CODE: 1501
FLSA: EXEMPT
GRADE: 43**

**TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: DIRECTOR OF PLANNING & ZONING
PLANNING AND ZONING DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, performs professional, supervisory, and administrative work in planning, directing, and supervising the activities and programs of the Planning and Zoning Department. Work involves directing all required Town services associated with current and long-range planning, zoning administration, code enforcement, weed and debris regulation, Geographical Information Systems, recycling payments/grants, and the existing franchise agreements; serving as the Town's Zoning Administrator in enforcing the zoning ordinance in accordance with the Code of Virginia; providing and/or supervising the provision of technical support to the Town's Planning Commission, Board of Zoning Appeals, Board of Architectural Review, Windover Heights Board of Review, Town Business Liaison Committee, and various local State, and Federal agencies; and providing technical advice to the Mayor and Town Council. Reports to the Town Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Administers the provisions of Town Code; endorses building permits after determination of Code compliance; issues home, commercial, and residential occupancy permits; issues sign, fence, driveway permits, and certificates of appropriateness; answers interpretation letters, responses, etc.; evaluates residential house location surveys to determine compliance with setback and lot coverage requirements.

Conducts "pre-application"/informational meetings with developers, citizens, engineers, architects, etc. to describe the development review process.

Directs the activities of department staff; maintains effective working relationships with Town staff, Mayor and Council, citizens, and "customers".

Prepares all technical memoranda, studies, maps, etc.; for the Town's Planning Commission; attends all public hearings, regular meetings, and work sessions; administers "staff review meetings" for plan reviews.

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Prepares all technical memoranda, legal notices, etc for the Town's Board of Zoning Appeals; attends all public hearings and regular meetings; prepares all orders for endorsement by the Board's Vice Chair.

Prepares "Town Council Agenda Communication" explanation and summary sheet for all Planning and Zoning items that will appear Town Council agendas (Planning, Commission recommendations and ordinance amendments).

Prepares and updates the various submittal applications and handout materials for departmental usage.

Prepares and updates the Town's filing deadline and recommends changes to the "schedule of fees".

Performs administrative reviews of boundary adjustment and lot consolidation plats.

Coordinates with various Town department staff members to ensure that plan submittals meet all aspects of the Town Code prior to Planning Commission review.

Prepares, updates, and justifies the annual departmental budget; approves all Department of Planning and Zoning purchases.

Supervises the code enforcement activities of the Zoning inspection staff.

Prepares performance appraisals on each of the full-time employee staff members in the Planning and Zoning department.

Supervises the preparation of the Town's Comprehensive Plan and all required updates in conformance with the Code of Virginia.

Supervises the preparation of the Town's Official Map in conformance with the Code of Virginia.

Evaluates, inspects, and reviews the various development sites within the Town's corporate limits.

Performs other special studies and activities as assigned by the Town Manager.

Provides oversight and direction for the Town's Geographical Information System programs.

Administers the Town's CATV franchise.

Compiles and reports information to the United States Census Bureau regarding population statistics, corporate boundaries, roadways, etc.

Advises Police and citizens on Noise Standards.

Consults with the Town Attorney on complex code interpretation questions and proposed amendments to Town regulations.

Serves as Town liaison officer with other jurisdictions and public agencies in matters regarding to development in the Town of Vienna.

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Receives and/or review various records and reports such as permit applications; written communications such as zoning verification requests, etc.; verbal communications (talking with applicants); development plan submissions; and technical journals.

Prepares and/or processes various records and reports such as staff reports and technical memoranda; Zoning Administrator determination letters; verbal zoning interpretation; forms and applications; development guide; and supplemental handout materials.

Refers to Vienna Town Code, Zoning Administrative interpretation inserts, Code of Virginia, minute records/Mayor's reports, project files, address files, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a vehicle and a variety of equipment such as laminator, file cabinets, bookshelves, small drafting table, computer, printer, scanner, etc.

Uses a variety of tools such as engineering and architect scales, calculator, protractor, triangles, templates, telephone, day-timer, etc.; a variety of supplies such as general office supplies, business cards, monthly/yearly wall calendars, computer supplies, etc.; and a variety of computer software programs such as Microsoft Word, Microsoft Excel, Microsoft Access, Internet Explorer, Microsoft Outlook, etc.

Interacts and communicates with various groups and individuals such as the Town Manager, Mayor and Town Council, Town staff, development community, and the general office.

ADDITIONAL JOB FUNCTIONS

Performs routine to advanced computer restoration activities.

Volunteers to serve on various selection/review committees and the Town's Civilian Retirement Review Committee.

Performs general administrative work as required, including conducting and attending meetings, preparing reports and correspondence, responding to correspondence, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree, a Master's degree desired, in geography, city/regional planning, public administration, or closely related field supplemented by six to nine years of local government planning experience, two of which have been in a supervisory capacity; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Certification from the American Institute of Certified Planner preferred. Must have a valid State driver's license.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which involves some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds). Must be able to perform required work beyond deskwork such as inspecting during hurricanes, reviewing construction worksites, etc. Requires the abilities related to all outdoor emergency situations.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of strategic plans and proposals, architectural drawings, codes, analytical reports, correspondence, etc. Requires the ability to prepare budget documents, complex plans and reports, analytical reports, correspondence, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including planning, community development, zoning, economics, budgeting/finance, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use practical applications of statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Planning and Zoning Department as they pertain to the performance of duties of the Director of Planning and Zoning. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to plan detailed and complex programs and activities and implement same. Has comprehensive knowledge of the principles, theories, practices, and methodologies of planning and development. Is able to apply knowledge of economics, land development, zoning, finance and sociology in the planning process. Has knowledge of building construction and engineering; is able to ensure the efficient and effective enforcement of building codes and regulations. Has knowledge and skills required in determining needs of the Town and ensuring that those needs are met. Is able to assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems. Has knowledge of specific Town/county ordinances as they apply to the duties and responsibilities of the position. Is able to coordinate department activities with other Town and county departments, property/business owners, residents and community leaders in order to accomplish goals and complete projects. Is able to work under stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Is able to make effective presentations and speeches. Is able to make sound, educated decisions. Has knowledge of how to apply supervisory and managerial concepts and principles. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Has comprehensive knowledge of the terminology used within the department. Has thorough knowledge of proper English usage, vocabulary, spelling and basic mathematics. Is able to compile, organize, and utilize various financial information necessary in the preparation of the department budget, and has knowledge of how to prepare and monitor the budget. Has thorough knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for data and word processing. Has knowledge of how to react calmly and quickly in emergency situations. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Has knowledge of how to personally demonstrate appropriate customer service skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure

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such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

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DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.